

Instructions to Complete a Do-It-Yourself Used Oil Grant Application

Applications should be submitted to:

N.H. Dept. of Environmental Services, Waste Management Division, P.O. Box 95, Concord, N.H. 03302-0095
ATTN: **USED OIL PROGRAM**

Please feel free to call if you would like an application template created for you (1-888-825-3645 or 603-271-6424).

The application consists of 8 pages (Grant Request, Grant Agreement, Work Plan, and Certificate of Authorization).

Grant Request: Please complete the *contact-information* then sign and date at bottom.

Grant Agreement:

- Enter the printed name (and job title) of the grantee signor in block 1.12. The grantee signor should add their signature to block 1.11. Note that the grantee signor must be the same person *authorized to sign grants as shown on the Certificate of Authorization*.
- Enter the printed name of a Notary Public or Justice of the Peace (J.P.) in block 1.13.2. The Notary or J.P. should then sign and seal in block 1.13.1 (including date of *commission expiration*). Also, the date should be entered in block 1.13.

Work Plan: The work plan is an outline of purchases/services you wish to have considered for grant monies. Please provide details or contact the Used Oil Program to create a work plan for you.

Certificate of Authorization: Various formats of Certificates of Authorization are acceptable. The intent of the Certificate is to certify the *action* that was taken to authorize a particular Grantee Signor to enter into grant agreements on behalf of the municipality.

- ***Only one Certificate is required.*** Complete the *standard* template if a specific person has been designated by name to act as the grantee signor. Complete the *alternate* template if a job title, rather than a named individual, has been designated to act as the grantee signor. The person or job title indicated should match the individual who signs the grant agreement.
- In either case, the Town/City Clerk will enter the meeting date at which an individual or job title was authorized by the Selectmen/Aldermen to enter into grant agreements. Also, notarization procedure is the same for both forms.

Insurance: Municipalities that are not listed on the N.H. Local Government Center Property Liability Trust Member list need to submit a copy of their town/city Certificate of Liability Coverage (Proof of Insurance) along with their applications.

Private Facility Applicants: Additional information, such as a Certificate of Good Standing, will be requested of motor vehicle inspection stations and non-profit organizations. Private entities are encouraged to call for more information prior to submitting applications.

Important Note: If there are any errors on the Grant Agreement or Certificate of Authorization, no matter how small, please contact the Used Oil Program for a new application.

1-888-TAKEOIL

Revised January 28, 2009

New Hampshire Used Oil Collection Grant Assistance Program

Grant Request Contact Information

Name of Applicant (identify the municipality, county, district, inspection station, or non-profit organization applying for used oil grant funds under the provisions of RSA-147 B:13): _____

Amount of Money Requested (up to \$2,500.00): _____

Name & Title of Contact-Person: _____

Mailing Address: _____

Daytime Telephone #: _____

E-Mail: _____

Name of Collection Center: _____

Site Address of Collection Center: _____

Communities to be served: _____

Important Regulatory Reminder for all Used Oil Collectors

Do-It-Yourselfer ("DIY") used oil is generated as a household waste when residents change their personal, *non-commercial*, automotive oil. DIY used oil can be delivered directly to collection centers by individual Do-It-Yourselfers. However, the collection of other types of off-site used oil requires that each batch of used oil undergo specific laboratory analyses and requires that the marketer regulations (Env-Wm 807.09) be followed.

Contact-Person Statement

I, along with the grantee signor, agree, on behalf of the applicant, to the terms as described in the grant agreement related to receipt of grant funding. The applicant intends to collect Do-It-Yourselfer used oil and/or filters. To the best of my knowledge and belief the information contained in this application is true and correct.

Contact-Person Signature: _____

Date: _____

GRANT AGREEMENT

Subject: FUNDING OF USED OIL COLLECTION CENTERS

The State of New Hampshire and the Grantee hereby mutually agree as follows:

General Provisions

1. Identification and Definitions.

| | | | |
|---|------------------------------|--|-------------------------------|
| 1.1. State Agency Name: <i>NH Dept. of Environmental Services</i> | | 1.2. State Agency Address: <i>29 Hazen Drive, Concord, NH 03301</i> | |
| 1.3. Grantee Name: | | 1.4. Grantee Address: | |
| 1.5. Effective Date: <i>Upon G&C Approval</i> | 1.6. Completion Date: | 1.7. Audit Date: <i>N/A</i> | 1.8. Grant Limitation: |
| 1.9. Grant Officer for State Agency: Thomas S. Burack, Commissioner NH Dept. of Environmental Services | | 1.10. State Agency Telephone No.: <i>(603) 271-2958</i> | |
| 1.11. Grantee Signature: | | 1.12. Name & Title of Grantee Signor: | |
| 1.13. Acknowledgment: State of New Hampshire, County of _____, on _____, before the undersigned officer, personally appeared the person identified in block 1.12., known to me (or satisfactorily proven) to be the person whose name is signed in block 1.11., and acknowledged that he/she executed this document in the capacity indicated in block 1.12. | | | |
| 1.13.1. Signature of Notary Public or Justice of the Peace: (seal) | | | |
| 1.13.2. Name and Title of Notary Public or Justice of the Peace: | | | |
| 1.14. State Agency Signature(s): | | 1.15. Name & Title of State Agency Signor(s): Thomas S. Burack, Commissioner NH Dept. of Environmental Services | |
| 1.16. Approval by Attorney General (Form, Substance & Execution): By: _____ On: / / | | | |
| 1.17. Approval by the Governor and Council: By: _____ On: / / | | | |

2. Scope of Work: In exchange for grant funds provided by the state of New Hampshire, acting through the agency identified in block 1.1 (hereinafter referred to as "the State"), pursuant to RSA 147-B:13, I(a), the Grantee identified in block 1.3 (hereinafter referred to as "the Grantee"), shall perform that work identified and more particularly described in the scope of work attached hereto as EXHIBIT A (The scope of work being hereinafter referred to as "the Project").

3. **AREA COVERED.** Except as otherwise specifically provided for herein, the Grantee shall perform the Project in, and with respect to, the State of New Hampshire.

4. **EFFECTIVE DATE: COMPLETION OF PROJECT.**

4.1 This Agreement, and all obligations of the parties hereunder, shall become effective on the date in block 1.5 or on the date of approval of this Agreement by the Governor and Council of the State of New Hampshire, whichever is later (hereinafter referred to as "the effective date").

4.2 Except as otherwise specifically provided for herein, the Project, including all reports required by this Agreement, shall be completed in ITS entirety prior to the date in block 1.6 (hereinafter referred to as "the Completion Date").

5. **GRANT AMOUNT: LIMITATION ON AMOUNT: VOUCHERS: PAYMENT.**

5.1 The Grant Amount is identified and more particularly described in EXHIBIT B, attached hereto.

5.2 The manner of, and schedule of payment shall be as set forth in EXHIBIT B.

5.3 In accordance with the provisions set forth in EXHIBIT B, and in consideration of the satisfactory performance of the Project, as determined by the State, and as limited by subparagraph 5.5 of these general provisions, the State shall pay the Grantee the Grant Amount. The State shall withhold from the amount otherwise payable to the Grantee under this subparagraph 5.3 those sums required, or permitted, to be withheld pursuant to N.H. RSA 80:7 through 7-c.

5.4 The payment by the State of the Grant amount shall be the only, and the complete payment to the Grantee for all expenses, of whatever nature, incurred by the Grantee in the performance hereof, and shall be the only, and the complete, compensation to the Grantee for the Project. The State shall have no liabilities to the Grantee other than the Grant Amount.

5.5 Notwithstanding anything in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made, hereunder exceed the Grant limitation set forth in block 1.8 of these general provisions.

6. **COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS.** In connection with the performance of the Project, the Grantee shall comply with all statutes, laws, regulations, and orders of federal, state, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

7. **RECORDS AND ACCOUNTS.**

7.1 Between the Effective Date and the date seven (7) years after the Completion Date the Grantee shall keep detailed accounts of all expenses incurred in connection with the Project, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents.

7.2 Between the Effective Date and the date seven (7) years after the Completion Date, at any time during the Grantee's normal business hours, and as often as the State shall demand, the Grantee shall make available to the State all records pertaining to matters covered by this Agreement. The Grantee shall permit the State to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, data (as that term is hereinafter defined), and other information relating to all matters covered by this Agreement. As used in this paragraph, "Grantee" includes all persons, natural or fictional, affiliated with, controlled by, or under common ownership with, the entity identified as the Grantee in block 1.3 of these general provisions

8. **PERSONNEL.**

8.1 The Grantee shall, at its own expense, provide all personnel necessary to perform the Project. The Grantee warrants that all personnel engaged in the Project shall be qualified to perform such Project, and shall be properly licensed and authorized to perform such Project under all applicable laws.

8.2 The Grantee shall not hire, and it shall not permit any subcontractor, subgrantee, or other person, firm or corporation with whom it is engaged in a combined effort to perform the Project, to hire any person who has a contractual relationship with the State, or who is a State officer or employee, elected or appointed.

8.3 The Grant Officer shall be the representative of the State hereunder. In the event of any dispute hereunder, the interpretation of this Agreement by the Grant Officer, and his/her decision on any dispute, shall be final.

9. **DATA; RETENTION OF DATA; ACCESS.**

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 Between the Effective Date and the Completion Date the Grantee shall grant to the State, or any person designated by it, unrestricted access to all data for examination, duplication, publication, translation, sale, disposal, or for any other purpose whatsoever.

9.3 No data shall be subject to copyright in the United States or any other country by anyone other than the State.

9.4 On and after the Effective Date, all data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason, whichever shall first occur.

9.5 The State, and anyone it shall designate, shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, all data.

10. **CONDITIONAL NATURE OR AGREEMENT.**

Notwithstanding anything in this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

11. **EVENT OF DEFAULT; REMEDIES.**

11.1 Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

11.1.1. Failure to perform the Project satisfactorily or on schedule; or

11.1.2. Failure to submit any report required hereunder; or

11.1.3. Failure to maintain, or permit access to, the records required hereunder; or

11.1.4. Failure to perform any of the other covenants and conditions of this Agreement.

11.2. Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

11.2.1. Give the Grantee a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Grantee notice of termination; and

11.2.2. Give the Grantee a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the Grant Amount which would otherwise accrue to the grantee during the period from the date of such notice until such time as the State determines that the Grantee has cured the Event of Default shall never be paid to the Grantee; and

11.2.3. Set off against any other obligation the State may owe to the Grantee any damages the State suffers by reason of any Event of Default; and

11.2.4. Treat the agreement as breached and pursue any of its remedies at law or in equity, or both.

12. TERMINATION.

12.1. In the event of any early termination of this Agreement for any reason other than the completion of the Project, the Grantee shall deliver to the Grant Officer, not later than fifteen (15) days after the date of termination, a report (hereinafter referred to as the "Termination Report") describing in detail all Project Work performed, and the Grant Amount earned, to and including the date of termination.

12.2. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a termination Report by the State shall entitle the Grantee to receive that portion of the Grant amount earned to and including the date of termination.

12.3. In the event of Termination under paragraphs 10 or 12.4 of these general provisions, the approval of such a Termination Report by the State shall in no event relieve the Grantee from any and all liability for damages sustained or incurred by the State as a result of the Grantee's breach of its obligations hereunder.

12.4 Notwithstanding anything in this Agreement to the contrary, either the State or, except where notice default has been given to the Grantee hereunder, the Grantee, may terminate this Agreement without cause upon thirty (30) days written notice.

13. **CONFLICT OF INTEREST.** No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Project is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Project, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

14. **GRANTEE'S RELATION TO THE STATE.** In the performance of this Agreement the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent contractors, and are neither agents nor employees of the State. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the State nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the State to its employees.

15. **ASSIGNMENT AND SUBCONTRACTS.** The Grantee shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the State. None of the Project Work shall be subcontracted or subgranted by the Grantee other than as set forth in Exhibit A without the prior written consent of the State.

16. **INDEMNIFICATION.** The Grantee shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or Subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.

17. INSURANCE AND BOND.

17.1. The Grantee shall, at its sole expense, obtain and maintain in force, or shall require any subcontractor, subgrantee or assignee performing Project work to obtain and maintain in force, both for the benefit of the State, the following insurance:

17.1.1 Statutory workmen's compensation and employees liability insurance for all employees engaged in the performance of the Project, and

17.1.2 Comprehensive public liability insurance against all claims of bodily injuries, death or property damage, in amounts not less than \$2,000,000 for bodily injury or death any one incident, and \$1,000,000 for property damage in any one incident; and

17.2 The policies described in subparagraph 17.1 of this paragraph shall be the standard form employed in the State of New Hampshire, issued by underwriters acceptable to the State, and authorized to do business in the State of New Hampshire. Each policy shall contain a clause prohibiting cancellation or modification of the policy earlier than ten (10) days after written notice thereof has been received by the State.

18. **WAIVER OF BREACH.** No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event, or any subsequent Event. No express waiver of any Event of Default shall be deemed a waiver of any provisions hereof. No such failure or waiver shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other default on the part of the Grantee.

19. **NOTICE.** Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses first above given.

20. **AMENDMENT.** This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Council of the State of New Hampshire.

21. **CONSTRUCTION OF AGREEMENT AND TERMS.** This Agreement shall be construed in accordance with the law of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assignees. The captions and contents of the "subject" blank are used only as a matter of convenience, and are not to be considered a part of this Agreement or to be used in determining the intent of the parties hereto.

22. **THIRD PARTIES.** The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

23. **ENTIRE AGREEMENT.** This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire agreement and understanding between the parties, and supersedes all prior agreements and understandings relating hereto.

EXHIBIT A

Grantee Obligations

- 1) The Grantee shall purchase materials and/or obtain services to establish, improve, or operate a used oil collection center in accordance with the terms and conditions of this agreement and as detailed in Exhibit A attachment-1 (the "work plan").
- 2) The Grantee agrees to construct and operate said used oil collection center in accordance with all applicable State and Federal laws and regulations.
- 3) The Grantee shall complete its project within one year of the grant award date unless prior written approval for an extension of the time has been received from the Department of Environmental Services (DES). Failure to do so may result in termination of this agreement.

EXHIBIT B

Method of Payment

- 1) The State agrees to pay the Grantee the Grant Monies upon the successful completion of the Project. Successful completion shall mean that (1) the Grantee has fulfilled the terms and conditions of this agreement, and (2) the Grantee's accounting records, including invoices and receipts for all materials purchased and services rendered, have been submitted to DES. The payment of funds to the Grantee shall not be construed as a waiver by DES of any past, present or future right, claim or cause of action related to the performance of this agreement.
- 2) Upon fulfillment of the terms and conditions of this agreement, including all of the conditions of a successful completion of the Project, the State shall pay to the Grantee the amount of reimbursable costs as determined by DES, **not to exceed \$2,500.00**, or the amount provided in RSA 147-B:13, I(a), whichever is less.
- 3) Grantee expenses not directly associated with the Project shall not be reimbursable by the State. Grantee personnel costs shall not be reimbursable pursuant to provision 8.1 of this agreement.
- 4) The Grantee agrees to pay for all Project costs in excess of the amount of reimbursable costs authorized under this agreement.
- 5) The Grantee agrees to submit invoices and receipts itemizing Project costs for which reimbursement is sought to the N.H. Department of Environmental Services, Waste Management Division, Used Oil Program, P.O. Box 95, Concord, NH 03302-0095, within one year of the grant award date.
- 6) The Grantee agrees that no Grant Monies shall be paid by the State unless and until DES has reviewed and determined that such costs or expenditures qualify for reimbursement under the terms of this agreement, and all applicable state and federal requirements; provided that payment of funds to the Grantee shall not be construed as a waiver of any past, present or future right, claim or cause of action related to the performance of this agreement or any applicable state or federal law.

EXHIBIT C
Special Provisions

- 1) The State reserves the right to audit the Grantee's expenditures for the Project and to retract and/or seek reimbursement for Grant Monies paid to the Grantee whenever, subsequent to payment of Grant Monies, it becomes known that any of the terms and conditions of this agreement were, in fact, not fulfilled.
- 2) It is understood that through the State's approval and/or payment of said Grant Monies for the Project, the State, including DES, Waste Management Division, its officers and employees, assumes no liability regarding this Project, including, but not limited to, liability for injury, death, or property damage that might arise during or from this Project or during or from the State's conduct of its used oil management program. Nothing in this agreement shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant shall survive the termination of this agreement.
- 3) DES may exercise its authority to modify, suspend or terminate the Project if it determines that the Project poses a threat to human health or the environment.
- 4) The Grantee shall allow DES to have access to and conduct any monitoring of the Project deemed necessary by DES to ensure its compliance with the terms of this agreement and with state and federal statutes and regulations.
- 5) The Grantee shall maintain insurance as documented by Exhibit C attachment-1 (the "Certificate of Liability Coverage").

Exhibit A attachment-1 (the Work Plan)

Applicant Name: _____

(identify the municipality, county, district, inspection station, or non-profit organization applying for used oil grant funds under the provisions of RSA-147 B:13).

Description: The applicant collects, or intends to collect, Do-It-Yourselfer used oil and/or filters from residents who generate used oil as a household waste when they change their own automotive oil. The applicant is requesting grant funds related to their Do-It-Yourselfer used oil collection center. Details are provided below.

Regulatory Reminders

- 1) *Do-It-Yourselfer* used oil is ***only*** used oil which is generated as a household waste when individuals change their own automotive oil.
- 2) Used oil generated from businesses, machine shops, tire shops, repair shops, factories, loggers, saw mills, jobbers, landscapers, contractors, truckers, farmers, and other private/commercial entities is not *Do-It-Yourselfer* used oil and must undergo extensive testing prior to being collected and/or burned. Collectors and/or burners of those types of used oil are obligated to follow the Used Oil Marketer Regulations (Env-Wm 807.09).

Do-It-Yourselfer Used Oil Collection Center

Work Plan

Itemized Costs (estimated or actual):

[illegible]

Exhibit C attachment-1

Standard Certificate of Authorization: Town/City of _____

I, _____ Town/City Clerk of _____, New Hampshire,
Printed Name of Town/City Clerk *Town/City*

hereby certify that on _____, the Board of Selectmen/Aldermen
Date of Meeting

voted to authorize _____ to sign contracts on behalf of the Town with respect
Printed Name of Grantee Signor

to Grant contracts with the New Hampshire Department of Environmental Services.

This authority has not been amended or annulled.

Signature of Town/City Clerk

Date

Printed Name of Town/City Clerk

Notarization

State of New Hampshire, County of _____ . On _____ before me,
County *Date*

_____, the undersigned officer, personally appeared _____,
Printed Name of Notary Public or J.P. *Printed Name of Town/City Clerk*

who acknowledged herself/himself to be the Town/City Clerk of the Town/City of

_____, New Hampshire, and that she/he, Town/City Clerk being authorized
Town/City Name

to do so, executed the foregoing instrument for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Signature of Notary Public or Justice of the Peace

(affix seal)

Commission Expires: _____

Exhibit C attachment-1

Alternate Certificate of Authorization: Town/City of _____

I, _____, Town/City Clerk of _____, New Hampshire,
Printed Name of Town/City Clerk *Town/City*

hereby certify that on _____, the Board of Selectmen/Alderman voted to
Date of Town/City Meeting

authorize the _____ to sign contracts on behalf of the Town with respect to
Job Title/Position

grant contracts with the New Hampshire Department of Environmental Services.

This authority has not been amended or annulled and _____
Printed Name of Authorized Grantee Signor

is currently the _____ so authorized to enter into grant contracts.
Job Title/Position

Signature of Town/City Clerk

Date

_____, Town/City Clerk
Printed Name of Town/City Clerk

Notarization

State of New Hampshire, County of _____. On _____, before me,
County *Date*

_____, the undersigned officer, personally appeared _____,
Printed Name of Notary Public or J.P. *Printed Name of Clerk*

who acknowledged herself/himself to be the Town/City Clerk of the Town/City of
_____, New Hampshire, and that she/he, Town Clerk being authorized to do so,
Town/City Name

executed the foregoing instrument for the purposes therein contained.

In witness hereof, I hereunto set my hand and official seal.

Signature of Notary Public or Justice of the Peace

(affix seal)

Commission Expires: _____